



# Registration of domiciliary care workers – confirmed competence route

## 1. What is confirmed competence?

We have set up an alternative route for registration which will allow experienced domiciliary care workers to become registered without the need to complete a formal qualification. This is the confirmed competence route.

## 2. Who is eligible for registration through confirmed competence?

To be eligible for this route to registration, a worker must have at least three years' experience of paid employment in a domiciliary care or support role, within the last five years. This does not need to be continuous experience.

This can be working on a full time or part time basis.

The three years' experience can be across different employers. The current employer must be satisfied that the worker has sufficient experience based on their employment history and satisfactory references received from previous employment. The manager must be confident that the worker is able to consistently demonstrate the **required competencies**.

The registered manager for the organisation must confirm that the worker has met the required competencies, through an online application process.

## 3. If registering through the confirmed competence route, will the worker need to complete a qualification before they have to renew registration after three years?

The purpose of the confirmed competence route is to keep good, experienced workers in the sector.

Workers who register through the confirmed competence route before April 2020 will not need a qualification to re-register but they will need to complete 90 hours of post-registration training and learning.

## 4. If somebody registers through this route and changes employer, is their registration still valid?

Yes. Confirmed competence is a route to a worker becoming registered, and this registration remains valid for the duration of their registration period. Registration is not linked to an organisation as it is a personal registration.



## 5. How does a manager assess competence for this purpose and what evidence is required?

We have created a [list of required competencies](#) that the worker must demonstrate and you must assess.

The list of competencies has space to log any evidence used to confirm the worker's practice is competent. Information with examples of what could be included as evidence is available within the guidance.

We may carry out sample checks and request copies of the evidence used to make your decision. This is to satisfy ourselves that workers are suitable for registration.

Care Inspectorate Wales (CIW) is not responsible for checking confirmed competence and will not carry out any additional checks. The registered manager is responsible for the accuracy of the required competencies. Any false or misleading information could result in fitness to practise proceedings which may result in the manager's removal from the Register. If CIW has concerns about the competence of any registered person, it will refer this to us.

## 6. How does a registered manager confirm the competence of a worker?

Once the manager and worker are satisfied that all the [required competencies](#) have been met, and the evidence has been identified within the guidance document, the worker can make an application to register.

Within the application they select the confirmed competence route, and this will include selecting their registered manager (registered managers will be added to the organisation and available to choose from on the application form).

The manager will be sent an email asking them to log into their [SCWonline](#) account and complete the statement of competence electronically.

## 7. What if there isn't a Registered Manager, or they are absent from the organisation?

In the absence of a registered manager, the responsible individual for your organisation must identify a relevant person to confirm the competence. This could be a HR or training manager, with access to a worker's records. The relevant person will not need to be registered, but will need to become a signatory for the organisation. The Registration enquiries team will be able to support you with this process.

## 8. Is there a limit on the number of workers who can use the confirmed competence route from any single organisation??

No, but we will monitor the numbers and aim to ensure that the majority of domiciliary care workers are qualified or working towards their qualification. Confirmed competence can only be used for appropriately experienced members of staff.

## 9. Does post-registration training and learning (PRTL) apply?

Yes. All registered workers are required to complete 90 hours/ 15 days of post-registration training and learning within their three-year registration period.

Your workers can keep a record of their training and learning in their personal [SCWonline](#) accounts. We would encourage them to maintain this as and when they complete the training. This will make the renewal process much quicker and easier for them.

